



11 January 1952

MEMORANDUM FOR: Administrative Office Chiefs

SUBJECT : Distribution of Minutes of the AD Meetings

1. In the future your Office will receive copies of the minutes of the Director's regular weekly meeting with the Deputy Directors and Assistant Directors which is normally at 1100 hours each Monday.

2. It is believed that these minutes will be of assistance in keeping you in closer touch with the problems of general interest to the Agency as a whole and the Director's desires with respect to them. It is requested that you initiate appropriate action on any item coming to your attention in these minutes when it falls within the scope of your responsibility and authority.

3. It is also requested that you keep this Office advised of any problems you consider appropriate for the Deputy Director (Administration) to discuss with this group at these meetings.

L. K. WHITE  
Assistant Deputy Director  
(Administration)

D\*/A: [redacted] jc

cc: [redacted]  
Chrono  
ADD/A (2) ✓

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